Parliamentary Workplace Support Service

Entity resources and planned performance

Parliamentary Workplace Support Service

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# Parliamentary Workplace Support Service

## Section 1: Entity overview and resources

### 1.1 Strategic direction statement

The Parliamentary Workplace Support Service (PWSS) was established as an independent statutory agency on 1 October 2023 through the *Parliamentary Workplace Support Service Act 2023*.

The PWSS’ purpose is to be trusted advisors providing trauma aware human resource advice and support to Commonwealth Parliament Workplace (CPW) participants. It acts independently and confidentially to support all those who work or volunteer in CPWs to have a safe, respectful and inclusive workplace.

2024-25 will be a continuing establishment and consolidation year for the entity with a focus on key services to parliamentarians and their staff including:

* Provision of work health and safety services, including the development and implementation of policies, practices and management of safety risks to support a safe workplace; prevention and local resolution of workplace complaints; and advice on suspensions, terminations, and other general employment matters.
* Developing and delivering best practice policies and programs including professional development program guidance materials to support an uplift in workforce capability.
* Collecting, analysing and reporting information on Commonwealth Parliamentary Workplaces (CPW), including data on diversity characteristics of parliamentarians and their staff.

The PWSS provides trauma informed and confidential support services to the broader participants of CPWs and works closely with the Parliamentary Departments supporting a cohesive and consistent approach across CPWs in areas such as work health and safety and learning and development.

### 1.2 Entity resource statement

Table 1.1 shows the total resourcing from all sources available to the entity for its operations and to deliver programs and services on behalf of the government.

The table summarises how resources will be applied by outcome (government strategic policy objectives) and by administered (on behalf of the government or the public) and departmental (for the entity’s operations) classification.

For more detailed information on special accounts and special appropriations, please refer to the *Budget Paper No. 4 – Agency Resourcing*.

Information in this table is presented on a resourcing (that is, appropriations/cash available) basis, whilst the ‘Budgeted expenses by Outcome 1’ tables in Section 2 and the financial statements in Section 3 are presented on an accrual basis. Amounts presented below are consistent with amounts presented in the Appropriation Bills themselves.

Table 1.1: Parliamentary Workplace Support Service resource statement – Budget estimates for 2024-25 as at Budget May 2024

Prepared on a resourcing (i.e. appropriations available) basis.

All figures shown above are GST exclusive - these may not match figures in the cash flow statement.

1. Appropriation Bill (No. 1) 2024-2025.
2. Capital budgets are not separately identified in Appropriation Bill (No.1) and form part of ordinary annual services items. Please refer to Table 3.5 for further details on capital budgets. For accounting purposes, capital budget appropriations have been designated as a 'contribution by owner'.
3. Appropriation Bill (No. 2) 2024-2025.

### 1.3 Budget measures

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| --- |
| **Table 1.2: Parliamentary Workplace Support Service 2024-25 Budget measures** |
| **Part 1: Measures announced since the 2023-24 Mid-Year Economic and Fiscal Outlook (MYEFO)** |



Prepared on a Government Finance Statistics (Underlying Cash) basis. Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

1. The lead entity for measure titled *Initial funding for the Independent Parliamentary Standards Commission* is Department of Finance. The full measure description and package details appear in Budget Paper No. 2 under the Finance portfolio.
2. The measure titled *Savings from external labour - extension* is Cross Portfolio. The full measure description and package details appear in Budget Paper No. 2 under Cross Portfolio.

## Section 2: Outcomes and planned performance

Government outcomes are the intended results, impacts or consequences of actions by the government on the Australian community. Commonwealth programs are the primary vehicle by which government entities achieve the intended results of their outcome statements. Entities are required to identify the programs which contribute to government outcomes over the Budget and forward years.

Each outcome is described below together with its related programs. The following provides detailed information on expenses for each outcome and program, further broken down by funding source.

|  |
| --- |
| **Note:**  Performance reporting requirements in the Portfolio Budget Statements are part of the Commonwealth performance framework established by the *Public Governance, Performance and Accountability Act 2013*. It is anticipated that the performance measure described in Portfolio Budget Statements will be read with broader information provided in an entity’s corporate plans and annual performance statements – included in Annual Reports – to provide a complete picture of an entity’s planned and actual performance.  The PWSS was established on 1 October 2023. The first Corporate Plan and annual performance statement for the entity will be available after the end of the 2023-24 financial year. |

### 2.1 Budgeted expenses and performance for Outcome 1

|  |
| --- |
| Outcome 1: Support Commonwealth Parliamentary Workplace Participants to build and maintain safe and respectful workplaces, including by supporting positive cultural change and providing human resource functions to parliamentarians and their staff. |

This table shows how the PWSS intends to spend (on an accrual basis) in order to achieve the outcome, broken down by program, as well as by Administered and Departmental funding sources.

Table 2.1.1: Budgeted expenses for Outcome 1



Table 2.1.2: Performance measures for Outcome 1

Table 2.1.2 details the performance measures for each program associated with Outcome 1. It is used by entities to describe the results they plan to achieve and the related key activities, as detailed in the current corporate plan, the context in which these activities are delivered, and how the performance of these activities will be measured. Where relevant, details of the 2024-25 Budget measures that have created new programs or materially changed existing programs are provided.

| **Outcome 1** – Support Commonwealth Parliamentary Workplace Participants to build and maintain safe and respectful workplaces, including by supporting positive cultural change and providing human resource functions to parliamentarians and their staff. | | |
| --- | --- | --- |
| Key Activities | The key activities of the PWSS are:   * Providing work health and safety services, including the development and implementation of policies, practices and management of safety risks to support a safe workplace; prevention and local resolution of workplace complaints; and advice on suspensions, terminations, and other general employment matters. * Developing and delivering best practice policies and programs including professional development program guidance materials to support an uplift in workforce capability. * Collecting, analysing and reporting information on Commonwealth Parliamentary Workplaces (CPW), including data on diversity characteristics of parliamentarians and their staff. * Providing trauma informed and confidential support services to the broader participants of CPWs and works closely with the Parliamentary Departments supporting a cohesive and consistent approach across CPWs in areas such as work health and *safety and learning and development.* | |
| Year | Performance measures | Expected Performance Results |
| Current Year  2023‑24 | N/A | N/A |
| Year | Performance measures | Planned Performance Results |
| Budget Year  2024‑25 | Delivery of Parliamentary Workplace Resources Review | Report to be provided to the Prime Minister and Special Minister of State |
| Number of recommendations from the Set the Standard Report the PWSS is responsible for have been implemented relevant to the PWSS | 70% completed – measured through percentage of completion for each recommendation and aggregated for overall implementation |
| Ensure service delivery is targeted, useful and meets client’s needs. | 70% satisfaction per stakeholder satisfaction survey |
| All staff complete a conflict of interest declaration prior to an offer of employment | 100% |
| Forward Estimates  2025‑28 | As per 2024‑25 | See Corporate Plan for any change in deliverable targets. |
| Material changes to resulting from 2024‑25 Budget Measures: Nil | | |

## Section 3: Budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of entity finances for the 2024-25 budget year, including the impact of budget measures and resourcing on financial statements.

### 3.1 Budgeted financial statements

#### 3.1.1 Differences between entity resourcing and financial statements

There are no material differences between the entity resources table and the financial statements.

#### 3.1.2 Explanatory notes and analysis of budgeted financial statements

PWSS’ budget statements have been prepared on an accrual accounting basis, having regard to the Statement of Accounting concepts, and in accordance with:

* Finance Reporting Rules (FRR); and
* Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

PWSS’ estimated actual, budgeted and forward estimate financial statements are expected to stabilise as the entity consolidates its operations.

PWSS received funding through annual appropriation for ongoing programs. Staffing costs to support Parliamentarians and their staff account for the majority of departmental expenses with entitlements under the Enterprise Agreement for Parliamentarians and their staff accounting for the majority of Administered expenses.

Differences between 2023-24 and 2024-25 were created by part year appropriations and expenses recognised by former entities. The figures for the 2023-24 financial year should be read in conjunction with the Australian Public Service Commission and the Department of Finance financial statements.

### 3.2. Budgeted financial statements tables

Table 3.1: Comprehensive income statement (showing net cost of services) for the period ended 30 June

Prepared on Australian Accounting Standards basis.

Table 3.2: Budgeted departmental balance sheet (as at 30 June)



Prepared on Australian Accounting Standards basis.

\*Equity is the residual interest in assets after the deduction of liabilities.

Table 3.3: Departmental statement of changes in equity – summary of movement (Budget year 2024-25)

 Prepared on Australian Accounting Standards basis.

Table 3.4: Budgeted departmental statement of cash flows (for the period ended 30 June)

 Prepared on Australian Accounting Standards basis.

Table 3.5: Departmental capital budget statement (for the period ended 30 June)

 Prepared on Australian Accounting Standards basis.

1. Includes purchases from current and previous years' Departmental Capital Budgets (DCBs).

Table 3.6: Statement of departmental asset movements (Budget year 2024-25)



Prepared on Australian Accounting Standards basis.

1. ‘Appropriation equity’ refers to equity injections appropriations provided through Appropriation Bill (No. 2) 2024-2025, including Collection Development Acquisition Budgets (CDABs).

Table 3.7: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)

 Prepared on Australian Accounting Standards basis.

Table 3.8: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)

PWSS has no budgeted assets and liabilities administered on behalf of government.

Table 3.9: Schedule of budgeted administered cash flows (for the period ended 30 June)

Prepared on Australian Accounting Standards basis.

**Table 3.10: Schedule of administered capital budget statement (for the period ended 30 June) – Nil**

PWSS has no budgeted capital administered on behalf of government.

Table 3.11: Statement of administered asset movements (Budget year 2024-25)

PWSS has no budgeted non-financial asset administered on behalf of government.